OnBase System Instructions
How to Download Your AB2766 Annual Report File
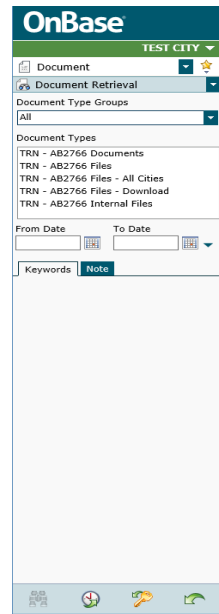
STEP 1

A. Log in to the OnBase system by going to:
https://onbase-pub.aqmd.gov/SAppNet

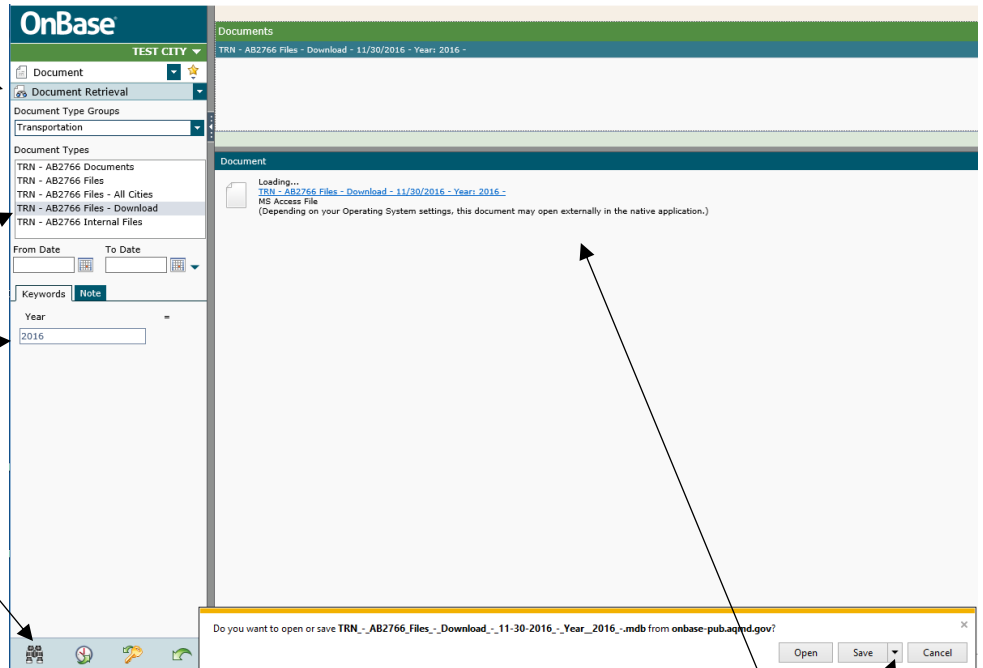You should see a screen that looks like this:

After you log in, the next screen should look like this:

B. Enter your LOGIN and PASSWORD.
C. Select either ActiveX or HTML.
   Pop-up Blocker must be turned off.
   ActiveX users must have ActiveX enabled.

STEP 2

A. Select Document Retrieval from the drop-down menu.

B. Click
   TRN –AB2766 Files – Download
   in the **Document Types** box.

C. Enter the following Keywords:
   - **Year** - Enter 2016

D. Click the "Find" button.

E. The Annual Report Access File and Emission Factors Tables will be displayed at the top of the page. Double click on the file you wish to download.

F. The FILE DOWNLOAD pop-up box will be displayed at the bottom of the screen. Click the down arrow on the right side of the **Save** button and select **Save As**. Save the file in a location on your computer where you can easily find it again. When saving, do not change the ".mdb" file extension.

If the FILE DOWNLOAD pop-up box does not appear, or if you want to re-download the file, click here.